

[Your Name]  
[Your Address]  
[Your City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I truly appreciate the time you and your team spent interviewing me and sharing more about the company's vision.

After careful consideration of the offer and the requirement to relocate to [State/City], I regret to inform you that I am unable to accept the position. At this time, due to personal and family circumstances, I am unable to commit to an out-of-state relocation.

I am disappointed that I cannot join your team, as I have great respect for the work [Company Name] is doing. I hope you understand that this decision was based solely on my inability to move at this time.

Thank you again for the opportunity. I wish you and the company continued success, and I hope our paths may cross again in the future should a remote or local opportunity become available.

Sincerely,

[Your Name]